

## APPLICATION FOR TRANSPORT FACILITIES

01. This application should be forwarded at least three working days prior to the required date.
02. If the applicant is from an Academic Department, application should be forwarded with the recommendation of the Head of the Department. Others should submit their applications through the relevant Heads of Division/Unit.
03. Vehicle will be reserved for the purpose if the request is approved.
04. Please contact the relevant Subject Clerk handling transport on the day prior to the intended date of travel for confirmation of the availability of the vehicle.

### PART (I)

#### (1) Details of the Request

1. Name of the Applicant : .....
2. Contact Number (Mobile) : ..... Extension: .....
3. Designation : .....
4. Dept. /Division : .....
5. The vehicle is required :  
 (i) Date (From) : ..... Date (To) : .....  
 (ii) Time (From) : ..... Time (To) : .....  
 (iii) Pick up location: .....
6. Nature of duty : Official / Self Financed Project / Other

7.	Place(s) to be visited	Purpose
1.		
2.		
3.		

I certify that I will use the vehicle only for the duties indicated above and not use for any other purpose.

Applicant's signature : .....

Date: .....

#### (2) Comments of Head of Department or Division

Request recommended/not recommended

Head of the Department/Division

Date: .....

#### (3) Decision

Approved/Not Approved

Dean (Engineering / Archi. / IT / Business / FGS)  
 Registrar / Librarian  
 Deputy Vice-Chancellor  
 Vice-Chancellor

Date: .....

### PART (II)

#### (1) Transport Clerk of GA (S) Division / Relevant Department

Please Report on the availability of a vehicle to be assigned for this purpose.

Deputy Registrar / General Administration (Services) / Head of Department

#### (2) Deputy Registrar / General Administration (Services) Head of Department

The Vehicle No : .....can be reserved/Vehicle is not available please.

Subject Clerk

Contact No. of Driver

#### (3) Subject Clerk

Approved/Noted. Please inform position to applicant by returning copy of this document.

Deputy Registrar / General Administration (Services) / Head of Department